

M e m o r a n d u m

Date: April 23, 2010

To: Assistant Commissioner, Staff

Attention: Commissioner K. P. Green

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.11626.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Assistant Commissioner, Staff was conducted on October 29, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that the California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on March 24, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 39 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 27 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	27	69.23%	17.31	18
Telecommunications	9	23.08%	5.77	6
Fleet	1	2.56%	0.64	1
Weapons	2	5.13%	1.28	2
Total	39			27

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 24 of the 27 items were located. Three items were transferred out of the command and an adjustment to the command's property inventory record is required. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 1 of 1 item reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment B.

I request your command research and investigate the minor discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections by July 26, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Assistant Commissioner, Staff

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The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



M. C. A. SANTIAGO, CIG/CLEA
Assistant Commissioner

Attachments

cc: Office of the Commissioner
Fiscal Management Section
Office of Inspections, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Assistant Commissioner, Staff
March 24, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
TV/VCR	135082				X		CHP 266, 3-4-10, to 076
Printer	139481				X		CHP 266, 12-21-09, to 003
DVD Player	142278				X		CHP 266, 3-4-10, to 076

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY INSPECTION REPORT
Assistant Commissioner, Staff (003)**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	113673	PRINTER	USQL030567	X				
2	127501	PRINTER	USQX112859	X				
3	127507	PRINTER	USQX119071	X				
4	129152	LAPTOP EVO N800V	5Y28KSQZA1GH	X				
5	135082	TV/VCR	16110946			X		CHP 266, 3-4-10, to 076
6	135273	LAPTOP	BK5XB51	X				
7	139481	PRINTER	CNGXH01043			X		CHP 266, 12-21-09, to 003
8	142043	CAMCORDER	384284	X				
9	142278	DVD PLAYER	170K1680			X		CHP 266, 3-4-10, to 076
10	142950	COPIER	5600188Y	X				
11	150675	VOICE RECORDER DIGITAL	ICD-SX57	X				
12	150676	VOICE RECORDER DIGITAL	ICD-SX57	X				
13	151714	COMPUTER	MXL7250793	X				
14	157313	LAPTOP	0040592590	X				
15	164236	COMPUTER	MXL8320B7V	X				
16	164603	COMPUTER	MXL8330JC4	X				
17	164619	COMPUTER	MXL8330JL5	X				
18	164620	COMPUTER	MXL8330JJP	X				
EQUIPMENT TO INVENTORY LIST								
1	124854	MICROCASSETTE RECORDER	51031042899	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Assistant Commissioner, Staff (003)**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT											
1	R100550	Cellular Telephone			07603807032	X					
2	R40863	Mobile Radio	3QPD692	6ASH746	9523464	X					
3	R46218	Mobile Repeater	3QPD692	6ASH746	7733082	X					
4	R74567	Scanner	3QPD692	6ASH746		X					
5	R77685	Control Head - Mobile	3QPD692	6ASH746		X					
6	R87489	Battery Charger - Radio				X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT D

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
003	3QPD692	6ASH746	COMMISSIONER VEHICLES	2007	DOD	CHARGER	001

Page Number: 1

If any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

ATTACHMENT E

Department of California Highway Patrol
Complete Area Inventory
003 - A C Staff

ATTACHMENT E

March 8, 2010

Officer Issued Weapons

(201) Issued to officer

<u>ID#</u>	<u>Last Name</u>	<u>First Name</u>	<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
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Issued to officer:

Officer Issued Weapons Total:

Area Grand Total:

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

SUPPORTING DOCUMENTATION

☒ Return ☐ Repair ☐ Transfer
☒ Loan, return by: _____

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

Disposed

RECEIVED BY (SIGNATURE)	PRINTED NAME	DATE	AUTHORIZED BY
	Robert Castore	03/09/16	

c265_208.pdf

Linda

FROM: (COMMAND NAME)	LOCATION CODE	PREPARED BY	DATE
ACLDC	004	Ashley Painter	12/21/2009
TO: (COMMAND NAME)	LOCATION CODE	NUMBER BOXES/PIECES IN THIS SHIPMENT	
AC, Staff	003	1	
SHIPPED VIA		DRIVER'S SIGNATURE	
<input type="checkbox"/> SSU truck <input checked="" type="checkbox"/> Other (specify): INVENTORY			

#10

139481